



TRAINING AND EXPERIENCE QUESTIONNAIRE FOR  
**COLLEGE INTERN**

Any format modification made to this document will result in immediate rejection

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DAY PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

EVENING PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

Best time to reach by phone: \_\_\_\_\_ (AM/PM)

**WE URGE YOU TO MAKE COPIES OF ALL APPLICATION MATERIALS YOU SUBMIT**

MAIL TO: City of Milwaukee  
Department of Employee Relations  
200 East Wells Street, Room 706  
Milwaukee, WI 53202-3554

**READ CAREFULLY BEFORE SIGNING:** The answers to the questions on the attached pages are true and complete to the best of my knowledge. I understand that falsification of this form may result in disqualification or removal from a City position.

**YOU MUST SIGN AND DATE THIS FORM.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Student Name: \_\_\_\_\_

Are you currently enrolled as a Sophomore or higher in an undergraduate program? \_\_\_\_\_ Yes \_\_\_\_\_ No

College/University \_\_\_\_\_

Which degree will you have when you graduate? \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Number of credits completed \_\_\_\_\_ Anticipated Date of Graduation \_\_\_\_\_ Grade Point Average \_\_\_\_\_

## RELATED COURSEWORK:

| NAME OF COURSE | DATE TAKEN | GRADE |
|----------------|------------|-------|
|                |            |       |
|                |            |       |
|                |            |       |
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## INTERESTS AND CAREER GOALS

What are your career goals? Please be as specific as possible.

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In what area(s) would you like to do an internship?

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## RELATED EMPLOYMENT HISTORY

List and briefly describe any employment related to your major field of study and career goals.

- A. Employer \_\_\_\_\_  
 Employer's Address \_\_\_\_\_  
 Your Title \_\_\_\_\_  
 From \_\_\_\_\_ to \_\_\_\_\_ Hours Per Week \_\_\_\_\_  
           Month/Year                      Month/Year

List and briefly describe the major duties you performed in this job and the approximate percentage of time spent performing each duty. (Total of all percentages should equal 100%).

- a. \_\_\_\_% \_\_\_\_\_  
 \_\_\_\_\_  
 b. \_\_\_\_% \_\_\_\_\_  
 \_\_\_\_\_  
 c. \_\_\_\_% \_\_\_\_\_  
 \_\_\_\_\_  
 d. \_\_\_\_% \_\_\_\_\_  
 \_\_\_\_\_

- B. Employer \_\_\_\_\_  
 Employer's Address \_\_\_\_\_  
 Your Title \_\_\_\_\_  
 From \_\_\_\_\_ to \_\_\_\_\_ Hours Per Week \_\_\_\_\_  
           Month/Year                      Month/Year

List and briefly describe the major duties you performed in this job and the approximate percentage of time spent performing each duty. (Total of all percentages should equal 100%).

- a. \_\_\_\_% \_\_\_\_\_  
 \_\_\_\_\_  
 b. \_\_\_\_% \_\_\_\_\_  
 \_\_\_\_\_  
 c. \_\_\_\_% \_\_\_\_\_  
 \_\_\_\_\_  
 d. \_\_\_\_% \_\_\_\_\_  
 \_\_\_\_\_

- C.** Please describe any classroom experience you have had in research and report-writing. Include a statement of the types of research tools you used (i.e. library, interviews, internet, etc.).

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- D.** Give an example of a work or school situation where you encountered a problem and took the initiative to solve it.

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- E.** In addition to the training and experience questionnaire, you will also be evaluated on a written exercise. Please complete the attached writing exercise and return it, along with your application, training and experience questionnaire, and college grade transcripts, to:

City of Milwaukee  
Department of Employee Relations  
Attention: College Intern Applications  
200 East Wells Street, Room 706  
Milwaukee, WI 53202-3554

Name: \_\_\_\_\_

Date: \_\_\_\_\_

WRITTEN EXERCISE FOR  
**COLLEGE INTERN**

**SITUATION:**

*Alderman Smith has suggested that all College Intern positions be eliminated in the City of Milwaukee budget. As an Intern, your supervisor, Jane Parker, has asked you to draft a memo in her name to Alderman Smith in response to this suggestion. This memo should describe the merits and benefits of these positions to the City of Milwaukee, as well as the advantages the student gains by holding such a position.*

**INSTRUCTIONS:**

Draft a one-page handwritten or typed memorandum in response to the situation described above.

Your writing sample will be evaluated based on the following:

- Correct sentence structure
- Use of proper grammar
- Use of correct spelling
- Thoroughness of memo

*Fill in your name and date at the top of this sheet and attach your completed memorandum to your application materials.*